

TRAINING OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This class encompasses a specialized position in the training division of fire department operations, the primary duties of which are teaching fire fighting techniques and related subjects in a classroom situation, at the drill field, and in company training at fire stations. Supervision is exercised over employees when they are assigned to assist or receive training. The employee of this class also prepares training materials and tests, and assists in maintaining a library of training materials. The Training Officer is responsible for evaluating the effectiveness of training in order to determine the need for changes in the training program. The Training Officer works with a high degree of independence, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Conducts training classes either in the classroom, at the drill field, or at fire stations during company training in the areas of firefighting, forcible entry, use of protective breathing apparatus, first aid, CPR, EMS, ropes, hoses, fire streams, hydraulics, ladders, ventilation, pre-fire planning, rescue, sprinklers and standpipes, communications, safety, fire attack, water supplies, extinguishers, salvage and overhaul, pump operations, driving fire equipment, hazardous materials, and firefighting apparatus, tools, and equipment. Responds to fires to make notes for use in training.

Prepares lesson plans, training materials, written tests, and job simulation exercises. Administers and grades training tests. Assists in maintaining a library of training materials. Schedules training for all department employees as assigned by the Fire Chief. Evaluates the effectiveness of training to determine the need for additional training or for changes in the training program by analyzing the results of training tests and reviewing the response of personnel at the emergency scene. Makes recommendations for improvements in the training program.

Supervises department employees assigned to assist in or receive training. Assists in evaluating and discussing the work performance of employees enrolled in training by writing performance evaluation reports, counseling employees experiencing work problems, and maintaining discipline.

Participates in conferences, conventions, and other educational meetings to keep informed on modern fire fighting methods. Participates in public education programs of other fire department divisions, including fire prevention. Acts as a consultant for volunteer fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in fire training when required.

Assists in supervising the preparation and maintenance of records and reports required to document the activities of the training division by reviewing records and inspecting systems and facilities for maintaining such. Reviews departmental correspondence regarding the training division and takes required action. Writes narrative reports on matters concerning the operation of the training division. Files records and reports as required.

Purchases or recommends the purchase of equipment and supplies needed for the training program, keeping such purchases within the established budget.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must not be less than twenty one (21) years of age.

Must possess a valid driver's license.

Must possess certification as Firefighter II, as per NFPA Standards.

Must possess certification as Fire Service Instructor II, as per NFPA Standards.

Must possess an Associate of Fire Science Degree, or Associate of Emergency Medical Services Degree.

Must possess certification by The American Heart Association as instructor for CPR, ACLS, PALS.

Must possess certification as NREMT-Paramedic for two years immediately preceding application period.

Must possess certification as an instructor by the State of Louisiana Bureau of EMS.

Must possess certification as Hazardous Materials Technician.

Must have at least five (5) years full time experience in fire suppression with a paid fire department.

